

DDS&T-946-80

27 February 1980

MEMORANUM FOR: DDS&T Office Directors

FROM: Leslie C. Dirks
Deputy Director for Science and Technology

SUBJECT: Current Events Reporting at
Office Directors' Meetings

1. As you all know we have been working to restructure and revitalize the office directors' meetings. Office directors' meetings do and should serve a number of different purposes. Both Jim and I are quite pleased with the current arrangements for our Tuesday and Thursday hour and a half OD meetings which seem to be a good compromise between frequency and demand on time. While an important purpose of these meetings from my vantage point is "current events" reporting, one of the problems we have had in this regard is a lack of careful definition of what a current event is. This note is another effort to better articulate what types of things should fall under that heading.

2. The current event is an item of potential interest either to Jim and myself or other office directors at our regular meetings. A current event is not necessarily an item which in your judgment is something we might want to take up at a DCI morning meeting although on some occasions we will.

3. Both Jim and I are particularly concerned about insuring that all the office directors are well enough informed on the important activities of each office so that we can enhance our personnel management, insure better coordination of our various external activities, and enhance the inter-office support where appropriate. With these overall goals in mind, examples, but not an exhaustive list, of current events are (a) important visitors on your upcoming schedules, (b) significant meetings or communications both within the Agency and without, (c) inter-actions with either the RMS or CT or other community components,



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(d) significant accomplishments or significant new activities. Again this list is not intended to be all inclusive. From time to time you may decide to mention activities which do not fall cleanly in any one of these four categories, and I certainly hope you will not feel constrained in any way. Time is always a problem so I would ask you to think ahead on items you choose to bring up at a given OD meeting and constrain your remarks to five or six minutes at any one time. If there are things that need to be expanded on for either Jim's or my benefit, we are both allowing time on our calendars after the Tuesday and Thursday OD's meetings for that purpose.

4. Security is another issue of concern. There are a few activities currently within the Directorate which are compartmented for security reasons and therefore make discussion of these few items inappropriate given the attendance of not only OD's but staff at our OD meetings. Also frequently these compartmented activities are among the highest priority things currently going on. After some thought, I have concluded that we must continue our current practice of not engaging in discussion of the few programs that fall into this category. In particular, I would like to ask you to keep us informed of these activities separately rather than raising them in such a way that only one or two people in the room know what is being discussed.

5. Any additional suggestions that any of you may have on this question of "current events" reporting would be welcomed.



Leslie C. Dirks

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